

Converting SOPs into Study Guides and Training Materials



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Course Description

Learn how to take your step-by-step guides or Standard Operating Procedures (SOPs) and turn them into easy-to-use training resources. This course shows how AI can create study guides, knowledge checks, and quizzes so staff learn faster and remember more. You'll also see how to add visual aids like checklists and flowcharts, making complex processes easier to follow. By the end, you'll have a repeatable method to quickly build training tools that keep your team consistent and confident.

Learning Tracks

Technical

Admin

Documentation

Compliance

Training

AI



Why This Course Matters

- Many businesses already have step-by-step guides or SOPs, but they're too long or complex for training.
- Staff learn and retain information better when procedures are broken down into simple study guides, checklists, and visual tools.
- AI makes it faster to create quizzes, flashcards, and training aids that would otherwise take hours to build.

Who Should Attend

Register Now



Office
Administrators



Coordinators and
Dispatchers



Supervisors and
Team Leads



Training &
Onboarding staff

COURSE SYLLABUS

Course Overview

In this course, you'll learn how to turn them into easy-to-use training resources. With AI, you can quickly create study guides, quizzes, and flashcards that make onboarding smoother and refreshers more effective.

Syllabus

1. Summarizing SOPs into study sheets
2. Highlighting key points and reminders
3. Formatting guides for quick reading
4. Using AI to generate quizzes and knowledge checks
5. Creating digital learning aids for recall
6. Reviewing and refining accuracy
7. Designing flowcharts and diagrams
8. Building checklists for daily use
9. Preparing slides for onboarding sessions
10. Exporting materials to digital or print formats

What You'll Learn

- 1 Condense SOPs into quick study guides
- 2 Use AI to generate quizzes and flashcards
- 3 Create visual checklists and flowcharts
- 4 Adapt SOPs into slides or training briefs
- 5 Export materials into digital or print formats

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